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ABSTRACT

This document, which is intended for use by community and junior colleges throughout Mississippi, contains curriculum frameworks for the course sequences in the health care assistant program. Presented in the introductory section are a description of the program and suggested course sequence. Section I lists baseline competencies for the nurse assistant/aide program, and section II consists of outlines for each of the following courses in the sequence: fundamentals of health care assisting; health care assisting concepts and skills; human needs/growth and development; nutrition and hydration needs of clients; elements of body structure and function; special care procedures; first aid/emergency procedures; human needs/growth and development; nutrition and hydration long-term care aide; homemaker services; and home health aide. Each course outline contains some/all of the following: course name and abbreviation; course classification; course description; prerequisites; and competencies and suggested objectives. Recommended tools and equipment are listed in section III. Appended are lists of related academic topics and workplace skills for the 21st century and student competency profiles for both courses. (KC)

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Mississippi Curriculum Framework for Health Care Assistant

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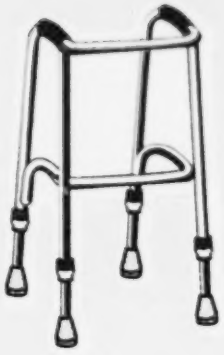

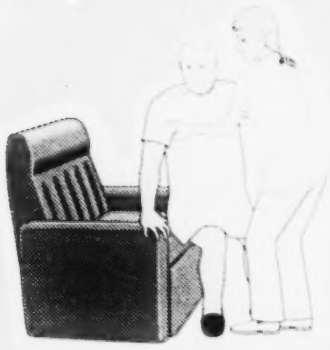

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MISSISSIPPI

CURRICULUM FRAMEWORK

FOR

HEALTH CARE ASSISTANT

(PROGRAM CIP: 51.1614 - Nursing Assistant/Aide)

POSTSECONDARY PROGRAMS 1996

July 30, 1996

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FOREWORD

In order to survive in today's global economy, businesses and industries have had to adopt new practices and procedures. Total quality management, statistical process control, participatory management, and other concepts of high performance work organizations are practices by which successful companies survive. Employers now expect their employees to be able to read, write, and communicate effectively; solve problems and make decisions; and interact with the technologies that are prevalent in today's workplace. Vocational-technical education programs must also adopt these practices in order to provide graduates who can enter and advance in the changing work world.

The curriculum framework in this document reflects these changes in the workplace and a number of other factors that impact on local vocational-technical programs. Federal and state legislation calls for articulation between high school and community college programs, integration of academic and vocational skills, and the development of sequential courses of study that provide students with the optimum educational path for achieving successful employment. National skills standards, developed by industry groups and sponsored by the U. S. Departments of Education and Labor, provide vocational educators with the expectations of employers across the United States. All of these factors are reflected in the framework found in this document.

Each postsecondary program of instruction consists of a program description and a suggested sequence of courses which focus on the development of occupational competencies. Each vocational-technical course in this sequence has been written using a common format which includes the following components:

- Course Name - A common name that will be used by all community/junior colleges in reporting students.

- Course Abbreviation - A common abbreviation that will be used by all community/junior colleges in reporting students.

- Classification - Courses may be classified as:
  - Vocational-technical core - A required vocational-technical course for all students.
  - Vocational-technical elective - An elective vocational-technical course.
  - Related academic course - An academic course which provides academic skills and knowledge directly related to the program area.
  - Academic core - An academic course which is required as part of the requirements for an Associate degree.

- Description - A short narrative which includes the major purpose(s) of the course and the recommended number of hours of lecture and laboratory activities to be conducted each week during a regular semester.

- Prerequisites - A listing of any prerequisite courses that must be taken prior to or on enrollment in the course.

- Competencies and Suggested Objectives - A listing of the competencies (major concepts and performances) and of the suggested student objectives that will enable students to demonstrate mastery of these competencies.

The following guidelines were used in developing the program(s) in this document and should be considered in compiling and revising course syllabi and daily lesson plans at the local level:

- The content of the courses in this document reflects approximately 75 percent of the time allocated to each course. For example, in a four semester hour course consisting of 30 hours lecture and 120 hours of laboratory activities, approximately 22 hours of lecture and 90 hours of lab should be taken by the competencies and suggested objectives identified in the course framework. The remaining 25 percent of each course should be developed at the local district level and may reflect:
  - Additional competencies and objectives within the course related to topics not found in the State framework, including activities related to specific needs of industries in the community college district.
  - Activities which develop a higher level of mastery on the existing competencies and suggested objectives.
  - Activities and instruction related to new technologies and concepts that were not prevalent at the time the current framework was developed/revised.
  - Activities which implement components of the Mississippi Tech Prep initiative, including integration of academic and vocational-technical skills and coursework, school-to-career transition activities, and articulation of secondary and postsecondary vocational-technical programs.
  - Individualized learning activities, including worksite learning activities, to better prepare individuals in the courses for their chosen occupational area.

- Sequencing of the course within a program is left to the discretion of the local district. Naturally, foundation courses related to topics such as safety, tool and equipment usage, and other fundamental skills should be taught first. Other courses related to specific skill areas and related academics, however, may be sequenced to take advantage of seasonal and climatic conditions, resources located outside of the school, and other factors.

- Programs that offer an Associate of Applied Science degree must include a minimum 15 semester credit hour academic core. Specific courses to be taken within this core are to be determined by the local district. Minimum academic core courses are as follows:
  - 3 semester credit hours — Math/Science Elective
  - 3 semester credit hours — Written Communications Elective
  - 3 semester credit hours — Oral Communications Elective
  - 3 semester credit hours — Humanities/Fine Arts Elective
  - 3 semester credit hours — Social/Behavioral Science Elective

  It is recommended that courses in the academic core be spaced out over the entire length of the program, so that students complete some academic and vocational-technical courses each semester. Each community/junior college has the discretion to select the actual courses that are required to meet this academic core requirement.

- In instances where secondary programs are directly related to community and junior college programs, competencies and suggested objectives from the high school programs are listed as Baseline Competencies. These competencies and objectives reflect skills and knowledge that are directly related to the community and junior college vocational-technical program. In adopting the curriculum framework, each community and junior college is asked to give assurances that:
  - students who can demonstrate mastery of the Baseline Competencies do not receive duplicate instruction, and
  - students who cannot demonstrate mastery of this content will be given the opportunity to do so.

- The roles of the Baseline Competencies are to:
  - Assist community/junior college personnel in developing articulation agreements with high schools, and
  - Ensure that all community and junior college courses provide a higher level of instruction than their secondary counterparts

- The Baseline Competencies may be taught as special "Introduction" courses for 3-6 semester hours of institutional credit which will not count toward Associate degree requirements. Community and junior colleges may choose to integrate the Baseline Competencies into ongoing courses in lieu of offering the "Introduction" courses or may offer the competencies through special projects or individualized instruction methods.

- Technical elective courses have been included to allow community colleges and students to customize programs to meet the needs of industries and employers in their area.

ACKNOWLEDGEMENTS

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HEALTH CARE ASSISTANT

FRAMEWORK OF COURSES AND OPTIONS

	Nurse Assistant Option	Long-Term Care Aide Option	Homemaker Services Option	Home Health Aide Option	Health Care Assistant Option
Nurse Assistant Core Courses					
Fundamentals of Health Care Assisting	X	X	X	X	X
Health Care Assisting Concepts and Skills	X	X		X	X
Human Needs/Growth and Development	X	X		X	X
Nutrition and Hydration Needs of Patients	X	X		X	X
Elements of Body Structure and Function	X	X		X	X
Special Care Procedures	X	X		X	X
First Aid/Emergency Procedures	X	X		X	X
Long-Term Care Aide Courses					
Long-Term Care Aide		X			X
Homemaker Services Courses					
Homemaker Services			X		X
Home Health Aide Courses					
Home Health Aide				X	X

PROGRAM DESCRIPTION

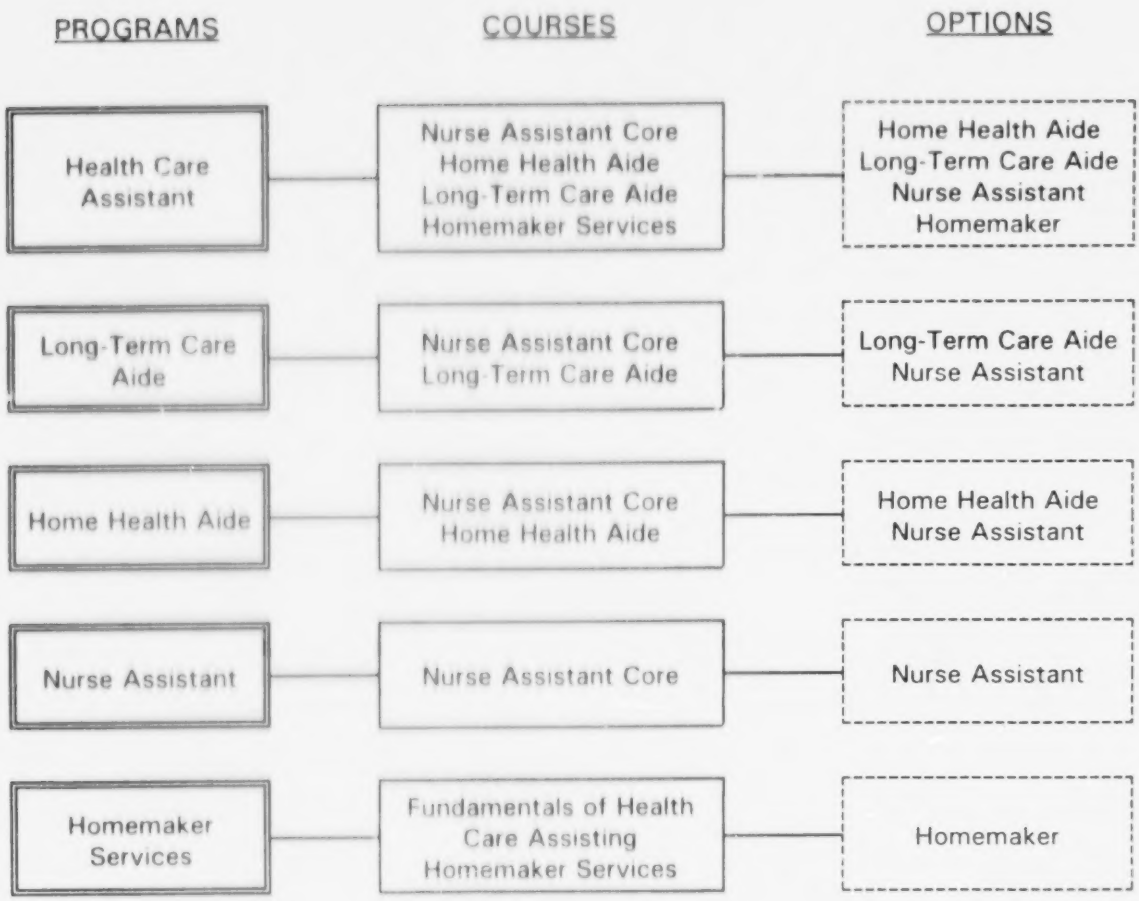
HEALTH CARE ASSISTANT
(Program CIP: 51.1614 - Nursing Assistant/Aide)

The Health Care Assistant Program prepares the individual to assist in providing health care as a member of the health care team under the direction of a health care professional.

Graduates of the one semester program will be awarded the Certificate of Health Care Assistant. Students who complete the program may qualify for employment as Homemakers, Nurse Assistants, Long-Term Care Aides, or Home Health Aides in the Mississippi health care industry.

The program has been designed in modular format to allow sequential scheduling over a semester or it may be blocked into a short course format. Exit points are provided to allow employment as a Homemaker after completion of the Fundamentals of Health Care Assisting and Homemaker Services courses; Nurse Assistant after completion of the Nurse Assistant Core courses; Long-Term Care Aide after completion of the Nurse Assistant Core and Long-Term Care Aide course; and Home Health Aide after completion of the Nurse Assistant Core and Home Health Aide course of study.

HEALTH CARE ASSISTANT PROGRAM OPTIONS



HEALTH CARE ASSISTANT

PROGRAM REQUIREMENTS

NURSE ASSISTANT CORE

2 sch	Fundamentals of Health Care Assisting (HCA 1112)
3 sch	Health Care Assisting Concepts and Skills (HCA 1123)
1 sch	Human Needs/Growth and Development (HCA 1211)
1 sch	Nutrition and Hydration Needs of Patients (HCA 1311)
2 sch	Elements of Body Structure and Function (HCA 1222)
3 sch	Special Care Procedures (HCA 1133)
3 sch	First Aid/Emergency Procedures (HCA 1413)

LONG-TERM CARE AIDE OPTION

1 sch	Long-Term Care Aide (HCA 1511)

HOMEMAKER SERVICES OPTION

1 sch	Homemaker Services (HCA 1611)

HOME HEALTH AIDE OPTION

1 sch	Home Health Aide (HCA 1711)

18 sch

SECTION I:

CURRICULUM GUIDE

FOR

HEALTH CARE ASSISTANT

Course Name: Fundamentals of Health Care Assisting

Course Abbreviation: HCA 1112

Classification: Vocational-Technical Core

Description: This course includes orientation to program policies, developing employability and job seeking skills, applying legal aspects of health care, applying safety considerations, communication and observation skills, and medical terminology. (2 sch: 1 hr. lecture, 2 hr. lab)

Pre/Corequisites: None

Competencies and Suggested Objectives:

1. Develop employability skills.
   a. Describe purposes of health care facilities.
   b. List responsibilities of health care team members.
   c. Define role limitations of the health care assistant.
   d. Maintain personal hygiene.
   e. Utilize interpersonal communication skills.
   f. Utilize coping skills.
   Related Academic Topics (See Appendix A): C1, C6
   Workplace Skills (See Appendix B): WP2, WP6
2. Demonstrate job seeking skills.
   a. Prepare a resume.
   b. Complete a job application form.
   c. Demonstrate the role of an applicant in a job interview.
   Related Academic Topics (See Appendix A): C1, C4, C6
   Workplace Skills (See Appendix B): WP2, WP6
3. Explain professional ethics and legal responsibility.
   a. Explain professional ethics and legal responsibility including negligence and malpractice.
   b. Discuss the Code of Ethics.
   c. Define confidentiality.
   d. Identify protective services as related to clients.
   e. Identify client's rights in all health care settings.
   f. Identify current client rights legislation.
   g. Identify current health trends.
   h. Explain legal guidelines for client restraints.
   Related Academic Topics (See Appendix A): C1, C4, C5, C6
   Workplace Skills (See Appendix B): WP2, WP6
4. Recognize safety precautions and procedures.
   a. Identify personal safety precautions.

b. Describe accident prevention guidelines.
c. Identify, report, and eliminate hazards.
d. Identify and report signs and symptoms of client abuse/neglect.
e. Utilize OSHA regulations.
f. Identify and report product and equipment defects.
g. Provide safe use of oxygen.
h. Describe client safety in electrical and fire emergencies.
I. Identify safety guidelines for client restraints.

Related Academic Topics (See Appendix A): C1, C4, C6, S8
Workplace Skills (See Appendix B): WP2, WP6

5. Use communication and observation skills in health care.
   a. Utilize communication skills.
   b. Identify communication techniques with special needs clients.
   c. Explain the importance of responding to client's request for assistance in a timely manner.
   d. Assist client with reality orientation support.
   e. Recognize, report, and record pertinent client observations.

   Related Academic Topics (See Appendix A): C1, C6
   Workplace Skills (See Appendix B): WP2, WP3, WP6
6. Recognize and use medical terminology.
   a. Demonstrate the use of medical references to spell medical terms correctly.
   b. Identify common abbreviations and their meanings.
   c. Define prefixes, suffixes, and word roots of selected medical terms.
   d. Translate medical terms and abbreviations into common language.

   Related Academic Topics (See Appendix A): C1, C4, C6, S1
   Workplace Skills (See Appendix B): WP2, WP6

Course Name: Health Care Assisting Concepts and Skills

Course Abbreviation: HCA 1123

Classification: Vocational-Technical Core

Description: This course includes basic health care concepts and skills including infection control measures; maintaining patient unit; lifting, moving, and transporting patients; and personal care skills. (3 sch: 1 hr. lecture, 2 hr. lab, 3 hr. clinical)

Pre/Corequisites: Fundamentals of Health Care Assisting (HCA 1112)

Competencies and Suggested Objectives:

1. Perform infection control measures.
   a. Utilize principles of medical asepsis and infection control.
   b. Adhere to universal precautions.
   c. Relate universal precautions to the transmission of infectious diseases including HIV, AIDS, HAV, HBV, and TB.
   d. Demonstrate hand washing technique.
   e. Demonstrate donning and removing disposable gloves.
   f. Clean instruments, equipment, and washable supplies within guidelines of policy and procedures.
   g. Follow prescribed isolation techniques.
   h. Dispose of contaminated material according to approved policy.
   i. Assist with Instruction of patient/family in medical asepsis/isolation techniques.

   Related Academic Topics (See Appendix A): C1, C4, C6, S1, S2, S8
   Workplace Skills (See Appendix B): WP2, WP3, WP6
2. Maintain patient unit.
   a. Demonstrate bed making skills to include unoccupied, occupied, and surgical.
   b. Demonstrate hospital bed positions.
   c. Adhere to specifications for specialty beds and/or equipment.
   d. Maintain clean patient unit.
   e. Maintain aesthetic environment.
   f. Provide for maintenance of supplies and equipment.

   Related Academic Topics (See Appendix A): C1, C4, C6, M5, S8
   Workplace Skills (See Appendix B): WP2, WP3, WP6
3. Assist with lifting, moving, and transporting patients.
   a. Utilize principles of body mechanics.
   b. Position patient in bed or chair.
   c. Turn and reposition client in bed or chair.

d. Assist patient in ambulation.
e. Transfer patient to and from bed and chair.
f. Transfer patient using special devices.
g. Transport patient by stretcher, wheelchair, and bed.
h. Assist client/family in use of assistive devices.

Related Academic Topics (See Appendix A): C1, C6, S1, S6, S8
Workplace Skills (See Appendix B): WP2, WP3, WP6

4. Assist with personal care skills.
   a. Provide patient privacy.
   b. Assist with dressing/undressing patient.
   c. Assist with nail care.
   d. Provide foot care.
   e. Shampoo patient's hair.
   f. Provide hair care.
   g. Shave patient.
   h. Bathe patient.
   i. Perform oral hygiene.
   j. Assist with removing and inserting, caring for, and storing contact lenses.
   k. Provide for or assist with prosthetic care.
   l. Provide perineal care.
   m. Provide skin care.
   n. Give back rub.
   o. Record and report pertinent observations.

   Related Academic Topics (See Appendix A): C1, C6, S1, S8
   Workplace Skills (See Appendix B): WP2, WP3, WP6

Course Name: Human Needs/Growth and Development

Course Abbreviation: HCA 1211

Classification: Vocational-Technical Core

Description: This course includes patient's physical and emotional needs according to Maslow's Hierarchy, stages of human growth and development, assisting patients to meet physical and emotional needs, providing recreational activities/projects, and the stages of grief. (1 sch: 1 hr. lecture)

Pre/Corequisites: Fundamentals of Health Care Assisting (HCA 1112)

Competencies and Suggested Objectives:

1. Explain stages of normal growth and development throughout the lifespan.
   a. Describe stages of human growth and development.
   b. Identify client's basic physical and emotional needs using Maslow's Hierarchy.
   c. Utilize actions to meet patient's physical and emotional needs.
   d. Assist patient with recreational activities/projects.
   e. Describe the stages of grief.
   f. Demonstrate care of the dying patient.

   Related Academic Topics (See Appendix A): C1, C2, C4, C6, S1
   Workplace Skills (See Appendix B): WP2, WP3, WP6

Course Name: Nutrition and Hydration Needs of Clients

Course Abbreviation: HCA 1311

Classification: Vocational-Technical Core

Description: This course consists of a study of nutrition and hydration for persons of all age groups, including assisting with patients with special needs. (1 sch: ½ hr. lecture, 1 hr. lab)

Pre/Corequisites: Fundamentals of Health Care Assisting (HCA 1112)

Competencies and Suggested Objectives:

1. Explain nutrition and hydration needs of all clients.
   a. Identify basic nutritional needs for all age groups.
   b. Describe the types of therapeutic diets.
   c. Serve, set up, and collect food tray.
   d. Demonstrate how to assist/feed a client with a disability.
   e. Distribute oral fluids as ordered.
   f. Assist patient with dietary selections according to institutional policy.
   g. Provide between-meal nourishment as instructed.
   h. Document appropriate observations of nutrition and hydration intake/output.

   Related Academic Topics (See Appendix A): C1, C4, C6, M4, S1
   Workplace Skills (See Appendix B): WP2, WP3, WP6

Course Name: Elements of Body Structure and Function

Course Abbreviation: HCA 1222

Classification: Vocational-Technical Core

Description: This course includes study of the structure, function, common disorders, and normal aging-related changes of the integumentary, musculoskeletal, nervous, circulatory, respiratory, digestive, urinary, reproductive, endocrine, and sensory systems. (2 sch: 2 hr. lecture)

Pre/Corequisites: Fundamentals of Health Care Assisting (HCA 1112)

Competencies and Suggested Objectives:

1. Recognize the structure and function of each organ system, common disorders, and normal aging-related changes of each.
   a. Describe the structure, function, common disorders, and normal aging-related changes of the integumentary system.
   b. Describe the structure, function, common disorders, and normal aging-related changes of the musculoskeletal system.
   c. Describe the structure, function, common disorders, and normal aging-related changes of the nervous system.
   d. Describe the structure, function, common disorders, and normal aging-related changes of the circulatory system.
   e. Describe the structure, function, common disorders, and normal aging-related changes of the respiratory system.
   f. Describe the structure, function, common disorders, and normal aging-related changes of the digestive system.
   g. Describe the structure, function, common disorders, and normal aging-related changes of the urinary system.
   h. Describe the structure, function, common disorders, and normal aging-related changes of the reproductive system.
   i. Describe the structure, function, common disorders, and normal aging-related changes of the endocrine system.
   j. Describe the structure, function, common disorders, and normal aging-related changes of the sensory system.

   Related Academic Topics (See Appendix A): C1, C4, C6, S1, S8
   Workplace Skills (See Appendix B): WP2, WP6

Course Name: Special Care Procedures

Course Abbreviation: HCA 1133

Classification: Vocational-Technical Core

Description: This course includes admitting, transferring, and discharging patients; assisting with diagnostic procedures for patients; assisting with treatments for patients; and assisting with elimination needs of patients. Safety is emphasized throughout each procedure. (3 sch: 1 hr. lecture, 2 hr. lab, 3 hr. clinical)

Pre/Corequisites: Health Care Assisting Concepts and Skills (HCA 1123)

Competencies and Suggested Objectives:

1. Admit, transfer, and discharge clients.
   a. Assist with admission procedures.
   b. Discuss storage of valuables for client.
   c. Assist with transferring client.
   d. Assist with discharging client.

   Related Academic Topics (See Appendix A): C1, C6
   Workplace Skills (See Appendix B): WP2, WP3, WP6
2. Assist with diagnostic procedures for patients.
   a. Take and record vital signs.
   b. Collect specimens.
   c. Prepare specimen for transfer to laboratory.
   d. Assist health care professional with physical examination of client.
   e. Measure and record patient's height and weight.
   f. Perform common urine tests.

   Related Academic Topics (See Appendix A): C1, C6, M1, M4, S1, S8
   Workplace Skills (See Appendix B): WP2, WP3, WP6
3. Assist with treatments for clients.
   a. Assist client with sitz bath.
   b. Apply elbow and heel protectors.
   c. Apply elastic stockings.
   d. Demonstrate cold applications.
   e. Demonstrate heat applications.
   f. Demonstrate tepid bath for reducing client's temperature.
   g. Demonstrate vaginal irrigation.
   h. Assist with preoperative and postoperative care.
   i. Apply arm sling.
   j. Assist client in performing active/passive range-of-motion exercises.
   k. Assist in applying binders.
   l. Assist with applying body restraints.

m. Assist with caring for client with drainage tubes.
n. Provide care for client with skin-care/comfort devices.
o. Assist with care for client's tests, examinations, and treatments.
p. Demonstrate care for client receiving oxygen therapy.
q. Demonstrate cast care for client.
r. Assist with whirlpool bath.
s. Demonstrate care of client in traction devices.
t. Demonstrate postmortem care.

Related Academic Topics (See Appendix A): C6, M1, S1, S8
Workplace Skills (See Appendix B): WP2, WP3, WP6

4. Assist with elimination needs of clients.
   a. Place and remove bedpan.
   b. Provide and remove urinal.
   c. Assist client to bathroom/bedside commode.
   d. Demonstrate enema administration.
   e. Care for incontinent client.
   f. Demonstrate ostomy care.
   g. Care for indwelling urinary catheter and drainage system.
   h. Demonstrate care for external urinary catheter and drainage system.
   i. Assist patient with bowel and bladder training.

   Related Academic Topics (See Appendix A): C6, M4, S1, S8
   Workplace Skills (See Appendix B): WP2, WP3, WP6

Course Name: First Aid/Emergency Procedures

Course Abbreviation: HCA 1413

Classification: Vocational-Technical Core

Description: This course includes CPR for the infant, child, and adult in conscious and unconscious state, basic first aid, and basic evacuation procedures. (3 sch: 1 hr. lecture, 2 hr. lab, 3 hr. clinical)

Pre/Corequisites: None

Competencies and Suggested Objectives:

1. Perform basic emergency procedures.
   a. Identify emergency/potentially hazardous situations.
   b. Obtain course "C" CPR card.
   c. Demonstrate the Heimlich maneuver.
   d. Provide appropriate action to control bleeding.
   e. Apply splint.
   f. Provide assistance to unconscious patient.
   g. Provide assistance to patient in shock.
   h. Provide assistance to convulsive patient.
   i. Provide assistance to patient in confused state or emotional crisis.
   j. Provide assistance to patient who has fallen.
   k. Demonstrate emergency evacuation procedures.

   Related Academic Topics (See Appendix A): C1, C6, M1, S1, S8
   Workplace Skills (See Appendix B): WP2, WP3, WP6

Course Name: Long-Term Care Aide

Course Abbreviation: HCA 1511

Classification: Vocational-Technical Elective

Description: This course includes basic knowledge and skills required to care for the long-term care resident. (1 sch: ½ hr. lecture, 1 hr. lab)

Pre/Corequisites: All core courses

Competencies and Suggested Objectives:

1. Discuss long-term care aide activities.
   a. Describe the role of the long-term care aide as a member of the health care team.
   b. Assist in the resident assessment and planning of resident care.
   c. Monitor environmental safety.
   d. Assist in providing restorative activities.
   e. Observe, document, and report pertinent observations to nursing supervisor.
   f. Demonstrate techniques for addressing the unique needs and behaviors of individuals with dementias including Alzheimer's.
   g. Discuss rights of the long-term care residents.

   Related Academic Topics (See Appendix A): C1, C4, C6, M1, M4, S1, S8
   Workplace Skills (See Appendix B): WP2, WP3, WP6

Course Name: Homemaker Services

Course Abbreviation: HCA 1611

Classification: Vocational-Technical Elective

Description: This course includes basic knowledge and skills required to provide homemaker services. (1 sch: ½ hr. lecture, 1 hr. lab)

Pre/Corequisites: Fundamentals of Health Care Assisting (HCA 1112)

Competencies and Suggested Objectives:

1. Discuss homemaker services.
   a. Describe the role of the homemaker in providing care services.
   b. Describe household management.
   c. Monitor environmental safety.
   d. Maintain a clean environment in the home.
   e. Perform laundry duties.
   f. Perform marketing and meal preparation.
   g. Recognize emergency situations.
   h. Describe the Mississippi Protective Laws.

   Related Academic Topics (See Appendix A): C1, C4, C6, M1, M4, S8
   Workplace Skills (See Appendix B): WP2, WP6

Course Name: Home Health Aide

Course Abbreviation: HCA 1711

Classification: Vocational-Technical Elective

Description: This course includes basic knowledge and skills required to care for the home-bound patient. (1 sch: ½ hr. lecture, 1 hr. lab)

Pre/Corequisites: All core courses

Competencies and Suggested Objectives:

1. Discuss home health aide activities.
   a. Describe the role of the home health aide as a member of the health care team.
   b. Adhere to assigned plan of care.
   c. Monitor environmental safety.
   d. Assist client with home management.
   e. Assist with nutritional needs of the home-bound client.
   f. Observe, document, and report pertinent observations to supervisor.
   g. Describe the Mississippi Protective Laws.

   Related Academic Topics (See Appendix A): C1, C6, M4, S1, S8
   Workplace Skills (See Appendix B): WP2, WP3, WP6

SECTION II:

RECOMMENDED TOOLS AND EQUIPMENT

RECOMMENDED TOOLS AND EQUIPMENT FOR HEALTH CARE ASSISTANT PROGRAMS

CAPITALIZED ITEMS

1. Bed w/Electrical Controls and Siderails (1 per program)
2. Bed w/Workable Side Rails and Crawls (1 per 2 students)
3. CPR Head, Adult (1 set of 10 per program)
4. Lift, Hoyer, Hydraulic (1 per program)
5. Manikin (adult), Patient Care (2 per program)
6. Scale (Measure weights of babies) (1 per program)
7. Stretcher (1 per program)
8. Thermometer, Tympanic (1 per program)
9. Washer (1 per program)
10. Wheelchair (1 per program)
11. Computer w/CD ROM (1 per 4 students)
12. Workstation, Computer (1 per computer)
13. Printer, Laser (1 per 2 computers)
14. Dryer (1 per program)

NON-CAPITALIZED ITEMS

1. Basin, Bath (10 per program)
2. Basin, Emesis (10 per program)
3. Bath, Sitz (1 per program)
4. Bed Pan, Fracture (5 per program)
5. Bed Pan, Regular (5 per program)
6. Bedspreads (10 per program)
7. Belt, Gait (2 per program)
8. Cabinets (to store supplies) (2 per program)
9. Call Light Button Simulator (1 per bed unit)
10. Cart, Utility (1 per program)
11. Chair, Commode (1 per program)
12. Chair, Geri (1 per program)
13. Chair, Shower (1 per program)
14. Clock, Wall w/ Second Hand (1 per program)
15. Cover, Plastic Pillow Case (10 per program)
16. CPR Head, Baby (1 set of 5 per program)
17. Cradle, Over Bed (1 per program)
18. Crutches, Adjustable (1 pair per program)
19. Cups, Drinking (20 per program)
20. Curtain, Privacy Ceiling or Wall-Mounted) (1 per bed)
21. Dispenser, Soap, Wall Mounted (1 per sink)

22. Forceps Pickup, Utility (1 per program)
23. Glasses, Drinking (10 per program)
24. Gown, Hospital (10 per program)
25. K Pads (1 per program)
26. Lamp, Gooseneck (1 per program)
27. Mattress, Hospital Bed (1 per bed)
28. Pillows (2 per bed)
29. Pillowcases (4 dozen per program)
30. Pitchers, Plastic (10 per program)
31. Plates (1 set per program)
32. Razor, Electric (1 per program)
33. Rehabilitative Feeding Equipment (plate, cup, fork, knife, spoon) (6 sets per program)
34. Restraint, Vest (1 small, 1 medium, and 1 large per program)
35. Restraint, Waist (3 per program)
36. Restraint, Wrist (3 sets per program)
37. Scale, Physician (measures height and weight) (1 per program)
38. Screens, Privacy, 3-fold (1 per program)
39. Sheets, Hospital Bed (3 dozen per program)
40. Sphygmomanometer, Mercury (10 per program)
41. Sphygmomanometer, Portable, Aneroid (1 per program)
42. Sphygmomanometer, Wall Mount (1 per program)
43. Stand (IV bags and tubing) (1 per program)
44. Stethoscope (12 per program)
45. Table, Bedside (1 per bed)
46. Table, Overbed (1 per bed)
47. Thermometer, Bath (1 per program)
48. Thermometer, Digital (1 per program)
49. Thermometer, Glass Oral (12 per program)
50. Thermometer, Glass Rectal (12 per program)
51. Towels (6 dozen per program)
52. Trays, Food (5 per program)
53. Tray, Instrument (1 per program)
54. Tray, Shampoo (1 per program)
55. Utensils (5 sets per program)
56. Walker (minimum 2 per program)
57. Wash Cloths (6 dozen per program)

INSTRUCTIONAL AIDS

1. Cabinet, File w/ Lock, 4 drawer (2 per program)
2. Chart, Anatomy (1 per program)
3. Overhead Projector (1 per program)
4. Projector Screen (1 per program)

5. Skeleton, Total Body (1 per program)
6. Table, AV Equipment (1 per program)
7. TV, 25" Color Monitor (1 per program)
8. Torso (1 per program)
9. VCR (1 per program)

SUGGESTED REFERENCES: (One per program unless otherwise noted)

Huber, H. Homemaker/Home Health Aide. Delmar (latest edition).
Kelly, R. Workbook for Nursing Assistants. Mosby (latest edition).
Long-Term Care Assistant (The Perspective Series). Mosby (latest edition).
McCarthy, T. The Nursing Assistant Acute and Long-Term Care. Brady (latest edition).
Mosby's Medical, Nursing, and Allied Health Dictionary. Mosby (latest edition).
Nursing Assistant (The Perspective Series). Mosby (latest edition).
Schniedmen, R. Being A Nursing Assistant. Brady (latest edition).
Sorrentino, S. Textbook for Nursing Assistants. Mosby (latest edition).
Taber's Cyclopedia Medical Dictionary. (latest edition).
Zucker, E. Being A Homemaker/Home Health Aide. Brady (latest edition).

VIDEOS: (One per program)

Bedmaking
Vital Signs (Pulse, respiration, temperature, blood pressure)
Bathing (Bed baths, showers)
Personal Hygiene (oral care, dressing, hair and nail care)
Moving, Lifting, and Transfers
Body Mechanics
Universal Precautions
Isolation
Patient's Rights
Restraints
Bowel Elimination (Specimens and enemas included)
Bladder Eliminations (Specimens and Foley care included)
Ostomy Care
Infant/Maternal Care
CPR
Basic Assessment Skills
Height and Weight
Death, Dying, Post-Mortem Care
Feeding, Intake and Output
Confidentiality
Ethics and Legal Responsibility
Bloodborne Pathogens-In-Hospital Care

First Aid
Admission and Discharge
Anatomy and Physiology series

SOFTWARE: (including CD-ROM)

Medical Terminology
Anatomy and Physiology
Nursing Assistant Skills Series
Bodyworks, 4.0 or latest version
CPR
Infection Control and Procedures
Nursing Assistant

APPENDIX A:

RELATED ACADEMIC TOPICS

APPENDIX A

RELATED ACADEMIC TOPICS FOR COMMUNICATIONS

C1 Interpret written material.
C2 Interpret visual materials (maps, charts, graphs, tables, etc.).
C3 Listen, comprehend, and take appropriate actions.
C4 Access, organize, and evaluate information.
C5 Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.
C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.

EXPANDED TOPICS FOR COMMUNICATIONS

TOPIC C1: Interpret written material.

C1.01 Read and follow complex written directions.
C1.02 Recognize common words and meanings associated with a variety of occupations.
C1.03 Adjust reading strategy to purpose and type of reading.
C1.04 Use sections of books and reference sources to obtain information.
C1.05 Compare information from multiple sources and check validity.
C1.06 Interpret items and abbreviations used in multiple forms.
C1.07 Interpret short notes, memos, and letters.
C1.08 Comprehend technical words and concepts.
C1.09 Use various reading techniques depending on purpose for reading.
C1.10 Find, read, understand, and use information from printed matter or electronic sources.

TOPIC C2: Interpret visual materials (maps, charts, graphs, tables, etc.).

C2.01 Use visuals in written and in oral presentations.
C2.02 Recognize visual cues to meaning (layout, typography, etc.).
C2.03 Interpret and apply information using visual materials.

TOPIC C3: Listen, comprehend, and take appropriate action.

C3.01 Identify and evaluate orally-presented messages according to purpose.
C3.02 Recognize barriers to effective listening.
C3.03 Recognize how voice inflection changes meaning.
C3.04 Identify speaker signals requiring a response and respond accordingly.
C3.05 Listen attentively and take accurate notes.
C3.06 Use telephone to receive information.

C3.07 Analyze and distinguish information from formal and informal oral presentations.

TOPIC C4: Access, organize, and evaluate information.

C4.01 Distinguish fact from opinion.
C4.02 Use various print and non-print sources for specialized information.
C4.03 Interpret and distinguish between literal and figurative meaning.
C4.04 Interpret written or oral communication in relation to context and writer's point of view.
C4.05 Use relevant sources to gather information for written or oral communication.

TOPIC C5: Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.

C5.01 Select appropriate words for communication needs.
C5.02 Use reading, writing, listening, and speaking skills to solve problems.
C5.03 Compose inquiries and requests.
C5.04 Write persuasive letters and memos.
C5.05 Edit written reports, letters, memos, and short notes for clarity, correct grammar, and effective sentences.
C5.06 Write logical and understandable statements, phrases, or sentences for filling out forms, for correspondence or reports.
C5.07 Write directions or summaries of processes, mechanisms, events, or concepts.
C5.08 Select and use appropriate formats for presenting reports.
C5.09 Convey information to audiences in writing.
C5.10 Compose technical reports and correspondence that meet accepted standards for written communications.

TOPIC C6: Communicate ideas and information using oral and written forms for a variety of audiences and purposes.

C6.01 Give complex oral instructions.
C6.02 Describe a business or industrial process/mechanism.
C6.03 Participate effectively in group discussions and decision making.
C6.04 Produce effective oral messages utilizing different media.
C6.05 Explore ideas orally with partners.
C6.06 Participate in conversations by volunteering information when appropriate and asking relevant questions when appropriate.
C6.07 Restate or paraphrase a conversation to confirm one's own understanding.
C6.08 Gather and provide information utilizing different media.

C6.09 Prepare and deliver persuasive, descriptive, and demonstrative oral presentations.

RELATED ACADEMIC TOPICS FOR MATHEMATICS

M1 Relate number relationships, number systems, and number theory.
M2 Explore patterns and functions.
M3 Explore algebraic concepts and processes.
M4 Explore the concepts of measurement.
M5 Explore the geometry of one-, two-, and three-dimensions.
M6 Explore concepts of statistics and probability in real world situations.
M7 Apply mathematical methods, concepts, and properties to solve a variety of real-world problems.

EXPANDED TOPICS FOR MATHEMATICS

TOPIC M1: Relate number relationships, number systems, and number theory.

M1.01 Understand, represent, and use numbers in a variety of equivalent forms (integer, fraction, decimal, percent, exponential, and scientific notation) in real world and mathematical problem situations.
M1.02 Develop number sense for whole numbers, fractions, decimals, integers, and rational numbers.
M1.03 Understand and apply ratios, proportions, and percents in a wide variety of situations.
M1.04 Investigate relationships among fractions, decimals, and percents.
M1.05 Compute with whole numbers, fractions, decimals, integers, and rational numbers.
M1.06 Develop, analyze, and explain procedures for computation and techniques for estimations.
M1.07 Select and use an appropriate method for computing from among mental arithmetic, paper-and-pencil, calculator, and computer methods.
M1.08 Use computation, estimation, and proportions to solve problems.
M1.09 Use estimation to check the reasonableness of results.

TOPIC M2: Explore patterns and functions.

M2.01 Describe, extend, analyze, and create a wide variety of patterns.
M2.02 Describe and represent relationships with tables, graphs, and rules.
M2.03 Analyze functional relationships to explain how a change in one quantity results in a change in another.
M2.04 Use patterns and functions to represent and solve problems.
M2.05 Explore problems and describe results using graphical, numerical, physical, algebraic, and verbal mathematical models or representations.

M2.06 Use a mathematical idea to further their understanding of other mathematical ideas.
M2.07 Apply mathematical thinking and modeling to solve problems that arise in other disciplines, such as art, music, and business.

TOPIC M3: Explore algebraic concepts and processes.

M3.01 Represent situations and explore the interrelationships of number patterns with tables, graphs, verbal rules, and equations.
M3.02 Analyze tables and graphs to identify properties and relationships and to interpret expressions and equations.
M3.03 Apply algebraic methods to solve a variety of real world and mathematical problems.

TOPIC M4: Explore the concepts of measurement.

M4.01 Estimate, make, and use measurements to describe and compare phenomena.
M4.02 Select appropriate units and tools to measure to the degree of accuracy required in a particular situation.
M4.03 Extend understanding of the concepts of perimeter, area, volume, angle measure, capacity, and weight and mass.
M4.04 Understand and apply reasoning processes, with special attention to spatial reasoning and reasoning with proportions and graphs.

TOPIC M5: Explore the geometry of one-, two-, and three-dimensions.

M5.01 Identify, describe, compare, and classify geometric figures.
M5.02 Visualize and represent geometric figures with special attention to developing spatial sense.
M5.03 Explore transformations of geometric figures.
M5.04 Understand and apply geometric properties and relationships.
M5.05 Classify figures in terms of congruence and similarity and apply these relationships.

TOPIC M6: Explore the concepts of statistics and probability in real world situations.

M6.01 Systematically collect, organize, and describe data.
M6.02 Construct, read, and interpret tables, charts, and graphs.
M6.03 Develop an appreciation for statistical methods as powerful means for decision making.
M6.04 Make predictions that are based on exponential or theoretical probabilities.

M6.05 Develop an appreciation for the pervasive use of probability in the real world.

TOPIC M7: Apply mathematical methods, concepts, and properties to solve a variety of real-world problems.

M7.01 Use computers and/or calculators to process information for all mathematical situations.
M7.02 Use problem-solving approaches to investigate and understand mathematical content.
M7.03 Formulate problems from situations within and outside mathematics.
M7.04 Generalize solutions and strategies to new problem situations.

RELATED ACADEMIC TOPICS FOR SCIENCE

S1 Explain the Anatomy and Physiology of the human body.
S2 Apply the basic biological principles of Plants, Viruses and Monerans, Algae, Protista, and Fungi.
S3 Relate the nine major phyla of the kingdom animalia according to morphology, anatomy, and physiology.
S4 Explore the chemical and physical properties of the earth to include Geology, Meteorology, Oceanography, and the Hydrologic Cycle.
S5 Investigate the properties and reactions of matter to include symbols, formulas and nomenclature, chemical equations, gas laws, chemical bonding, acid-base reactions, equilibrium, oxidation-reduction, nuclear chemistry, and organic chemistry.
S6 Explore the principles and theories related to motion, mechanics, electricity, magnetism, light energy, thermal energy, wave energy, and nuclear physics.
S7 Explore the principles of genetic and molecular Biology to include the relationship between traits and patterns of inheritance, population genetics, the structure and function of DNA, and current applications of DNA technology.
S8 Apply concepts related to the scientific process and method to include safety procedures for classroom and laboratory; use and care of scientific equipment; interrelationships between science, technology and society; and effective communication of scientific results in oral, written, and graphic form.

EXPANDED TOPICS FOR SCIENCE

TOPIC S1: Explain the Anatomy and Physiology of the human body.

S1.01 Recognize common terminology and meanings.
S1.02 Explore the relationship of the cell to more complex systems within the body.

S1.03 Summarize the functional anatomy of all the major body systems.
S1.04 Relate the physiology of the major body systems to its corresponding anatomy.
S1.05 Compare and contrast disease transmission and treatment within each organ system.
S1.06 Explore the usage of medical technology as related to human organs and organ systems.
S1.07 Explain the chemical composition of body tissue.

TOPIC S2: Apply the basic biological principles of Plants, Viruses and Monerans, Algae, Protista, and Fungi.

S2.01 identify the major types and structures of plants, viruses, monera, algae protista, and fungi.
S2.02 Explain sexual and asexual reproduction.
S2.03 Describe the ecological importance of plants as related to the environment.
S2.04 Analyze the physical chemical and behavioral process of a plant.

TOPIC S3: Relate the nine major phyla of the kingdom animalia according to morphology, anatomy, and physiology.

S3.01 Explain the morphology, anatomy, and physiology of animals.
S3.02 Describe the characteristics, behaviors, and habitats of selected animals.

TOPIC S4: Explore the chemical and physical properties of the earth to include Geology, Meteorology, Oceanography, and the Hydrologic Cycle.

S4.01 Examine minerals and their identification, products of the rock cycle, byproducts of weathering, and the effects of erosion.
S4.02 Relate the Hydrologic Cycle to include groundwater its zones, movement, and composition; surface water systems, deposits, and runoff.
S4.03 Consider the effects of weather and climate on the environment.
S4.04 Examine the composition of seawater; wave, tides, and currents; organisms, environment, and production of food; energy, food and mineral resources of the oceans.

TOPIC S5: Investigate the properties and reactions of matter to include symbols, formulas and nomenclature, chemical equations, gas laws, chemical bonding, acid-base reactions, equilibrium, oxidation-reduction, nuclear chemistry, and organic chemistry.

S5.01 Examine the science of chemistry to include the nature of matter, symbols, formulas and nomenclature, and chemical equations.

S5.02 Identify chemical reactions including precipitation, acids-bases, and reduction-oxidation.
S5.03 Explore the fundamentals of chemical bonding and principles of equilibrium.
S5.04 Relate the behavior of gases.
S5.05 Investigate the structure, reactions, and uses of organic compounds; and investigate nuclear chemistry and radiochemistry.

TOPIC S6: Explore the principles and theories related to motion, mechanics, electricity, magnetism, light energy, thermal energy, wave energy, and nuclear physics.

S6.01 Examine fundamentals of motion of physical bodies and physical dynamics.
S6.02 Explore the concepts and relationships among work, power, and energy.
S6.03 Explore principles, characteristics, and properties of electricity, magnetism, light energy, thermal energy, and wave energy.
S6.04 Identify principles of modern physics related to nuclear physics.

TOPIC S7: Explore the principles of genetic and molecular Biology to include the relationship between traits and patterns of inheritance; population genetics, the structure and function of DNA, and current applications of DNA technology.

S7.01 Examine principles, techniques, and patterns of traits and inheritance in organisms.
S7.02 Apply the concept of population genetics to both microbial and multicellular organism.
S7.03 Identify the structure and function of DNA and the uses of DNA technology in science, industry, and society.

TOPIC S8: Apply concepts related to the scientific process and method to include safety procedures for classroom and laboratory; use and care of scientific equipment; interrelationships between science, technology and society; and effective communication of scientific results in oral, written, and graphic form.

S8.01 Apply the components of scientific processes and methods in classroom and laboratory investigations.
S8.02 Observe and practice safe procedures in the classroom and laboratory.
S8.03 Demonstrate proper use and care for scientific equipment.
S8.04 Investigate science careers, and advances in technology.
S8.05 Communicate results of scientific investigations in oral, written, and graphic form.

APPENDIX B:

WORKPLACE SKILLS

APPENDIX B
WORKPLACE SKILLS FOR THE 21ST CENTURY

WP1 Allocates resources (time, money, materials and facilities, and human resources).

WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.

WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse.

WP4 Applies systems concept including basic understanding, monitoring and correction system performance, and designing and improving systems.

WP5 Selects, applies, and maintains/troubleshoots technology.

WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.

APPENDIX C:

STUDENT COMPETENCY PROFILE

STUDENT COMPETENCY PROFILE

Student: _____

This record is intended to serve as a method of noting student achievement of the competencies in each course. It can be duplicated for each student and serve as a cumulative record of competencies achieved in the program.

In the blank before each competency place the date on which the student mastered the competency.

Fundamentals of Health Care Assisting (HCA 1112)

_____ 1. Develop employability skills.
_____ 2. Demonstrate job seeking skills.
_____ 3. Explain professional ethics and legal responsibility.
_____ 4. Recognize safety precautions and procedures.
_____ 5. Use communication and observation skills in health care.
_____ 6. Recognize and use medical terminology.

Health Care Assisting Concepts and Skills (HCA 1123)

_____ 1. Perform infection control measures.
_____ 2. Maintain patient unit.
_____ 3. Assist with lifting, moving, and transporting patients.
_____ 4. Assist with personal care skills.

Human Needs/Growth and Development (HCA 1211)

_____ 1. Explain stages of normal growth and development throughout the lifespan.

Nutrition and Hydration Needs of Clients (HCA 1311)

_____ 1. Explain nutrition and hydration needs of all clients.

Elements of Body Structure and Function (HCA 1222)

_____ 1. Recognize the structure and function of each organ system, common disorders, and normal aging-related changes of each.

Special Care Procedures (HCA 1133)

_____ 1. Admit, transfer, and discharge clients.
_____ 2. Assist with diagnostic procedures for patients.
_____ 3. Assist with treatments for clients.
_____ 4. Assist with elimination needs of clients.

First Aid/Emergency Procedures(HCA 1413)

_____ 1. Perform basic emergency procedures.

Long-Term Care Aide (HCA 1511)

_____ 1. Discuss long-term care aide activities.

Homemaker Services (HCA 1611)

_____ 1. Discuss homemaker services.

Home Health Aide (HCA 1711)

_____ 1. Discuss home health aide activities.